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~~CONFIDENTIAL~~

22 January 1964

MEMORANDUM FOR: Division and Branch Chiefs, GRA

SUBJECT: Establishment of ADP Committee

1. An Automatic Data Processing Committee for the Geographic Research Area has been established, effective this date. The Committee comprises one representative from each of the Area Divisions and has a 1-year rotating chairmanship. Membership of the Committee is as follows:

D/GC  
D/GG  
D/GL

(Chairman for 1964)

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2. The Committee is responsible for a) keeping informed on ADP and other machine methods and techniques and their possible applications to the work of the GRA, and b) reporting the information to responsible officers in GRA to make them aware of the relationships and applicability of machine use to their work in order that they can act intelligently in accepting, rejecting, or taking cognizance of the applications for GRA needs.

3. The Committee is to act in an advisory capacity to the Chief of the GRA. In addition, each member is responsible for advising his Division Chief of any utilization of ADP or other machine methods particularly suitable to the operations of his Division.

4. Personnel under your supervision are to be informed of the establishment and purpose of this Committee.

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Chief, Geographic Research

Distribution:

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7 - D/GG 1 -  
7 - D/GC 1 -  
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2 - Ch/G

ORR:Ch/G:JAB/

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GROUP 1  
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